



**PLANNING BOARD/  
VARIANCE**

**APPLICATION**

**MERCHANTVILLE  
APPLICANT INSTRUCTION**

**INSTRUCTIONS FOR FILLING A ZONING REQUEST**

---

NOTE: Assistance can be obtained from Zoning Officer.

1. Upon application to the Merchantville Zoning Office, the Zoning Officer will complete a ZONING APPLICATION and give the applicant a packet of application forms. These completed forms, all exhibits, receipt for the prescribed fee(s) must be submitted to the Zoning Office at least thirty (30) days prior to the regularly scheduled monthly meeting of the appropriate Board. Fifteen (15) copies of ALL application data and exhibits must be submitted at this time, unless otherwise noted.
2. Within 10 days after submittal, the applicant will be notified if the application is sufficiently complete to be placed on the Board ( s) Meeting Agenda for consideration. Notification of an acceptable application will be delivered to the applicant via a NOTIFICATION TO APPLICANT OF PUBLIC HEARING confirming the date and time of the hearing.
3. The applicant(s) packet will contain copies of the appropriate forms listed on the attached ZONING APPLICATION FORMS SCHEDULE.
4. LIST OF PROPERTY OWNERS TO BE SERVED. This form and information will be provided by the Borough Clerk to identify those property owners within 200 feet of the subject property who must be served notice of the application, hearing date and time.

If the subject property is located within 200 feet of an adjacent community, those property owners within the 200 foot radius must also be served. The adjacent community(s) Municipal Clerk will provide the appropriate list and/or form.

5. NOTICE OF HEARING TO PROPERTY OWNERS  
At least 10 days prior to the date appointed for said hearing the applicant shall give notice to all property owners within 200 feet by sending written notice thereof by certified mail to the last known address of the property owners. All addresses shall be obtained from the list of property owners provided by the applicable municipal clerk=s office and given to the applicant on the appropriate form.
6. PUBLIC NOTICE  
The applicant must arrange for publication of the Notice of Hearing in a newspaper of general circulation in the Borough. Presently, THE COURIER POST, and RETROSPECT newspapers. Notice must be published at least ten (10) days prior to the date of the scheduled hearing.

7. **PLANS / DRAWINGS**  
Each copy of all required plans and drawings must show an oriented north arrow; property owners name; subject property address, Block and Lot numbers; scale; and name and license number of the party preparing the plans / drawings (if drawn by owner, a DRAWN BY OWNER, statement is sufficient.)
8. **CONTENT OF NOTICES**  
All notices to be published and served must state:
  - a. The date, time and place of hearing.
  - b. The nature of the matter to be considered.
  - c. The identification of the subject property by street address, block and lot.
  - d. The location and times at which any maps applications and documents for which approval is sought are available.
9. **AFFIDAVIT OF PROOF OF SERVICE**  
The applicant is responsible to present an AFFIDAVIT OF PROOF OF SERVICE (or form provided by the newspaper) to the Borough Clerk(s) Office at least two (2) days before the date of scheduled hearing.
10. **NOTICE OF HEARING TO CLERK OF ADJACENT COMMUNITY**  
If property owners in an adjacent community within 200 feet of the subject are affected, the applicant must notify the adjacent community(s) municipal clerk thereof by certified mail or by handing a copy of the Notice to a municipal official. Applicable plans must be included. If the Notice is served personally, it must be acknowledged by having an official sign in the appropriate location on the listed property owner(s) form.
11. **NOTICE OF HEARING TO COUNTY PLANNING BOARD**  
If the subject property fronts on county roadway, or adjoins county owned land or is within 200 feet of an adjoining municipal boundary the applicant must notify the Camden County Planning Board by certified mail, or by handing a copy of the notice to a county official. Applicable plans must be included. If the notice is served personally, it must be acknowledged by having a county official sign in the appropriate location on the listed property owner(s) form.
12. **NOTICE OF PAYMENT OF TAXES**  
The applicant shall complete the Property Address, Block(s) and Lot(s) section of this form and have the Borough Clerk certify as to the status of the real estate taxes.
13. **RECEIPTS**  
The applicant(s) submittal must include copies of receipts for all fees paid.
14. **MEETING DATES AND TIMES**  
All scheduled Merchantville Board meetings are at 7:30 PM in Borough Hall, Maple Ave. and Centre St. as follows.

REQUIRED FORMS/DATA  
FOR USE /OCCUPANCY APPLICATIONS TO BOARD

FORMS SCHEDULE

- \_\_\_\_ Form A194-1 Instructions for Filing Zoning Request
- \_\_\_\_ Form ZAT94-1 Zoning Application Transmittal (ZO)
- \_\_\_\_ Form AD94-1 Zoning Application Data
- \_\_\_\_ Form OCA 94-1 Change of Occupancy Application
- \_\_\_\_ Form AFS94-1 Application for Signage
- \_\_\_\_ Form COT94-1 Certification of Payment of Taxes (ZO)
- \_\_\_\_ Form AC94-1 Zoning Application Certification
- \_\_\_\_ Form PHA94-1 Notification to Applicant of Public Hearing-Zoning Board
- \_\_\_\_ Form PN94-1 Publication Notice (1 copy)
- \_\_\_\_ Form PNH94-1 Notice of Hearing to Property Owners-Planning BD(1 copy )
- \_\_\_\_ Form PHAC94-1 Notice of Hearing to Clerk of Adjacent Community-PB  
(1 copy )
- \_\_\_\_ Form PCPB94-1 Notice of Hearing to County Planning Board - PB (1copy)
- \_\_\_\_ Form PAS94-1 Affidavit of Proof of Service -PB (1copy)
- \_\_\_\_ List(s) - Property Owners within 200 feet issued by Municipal Clerk(s) (1 copy)
- \_\_\_\_ Plot Plan - Drawn to minimum scale of 1"=20' showing the location of all subject improvements; all adjacent properties; and location, size, capacity and layout (including entrances and exits) of all parking areas, if any.
- \_\_\_\_ Floor Plan(s) - 1/4"=1'0" Minimum showing the location and arrangement of all areas, access ways, entranceways, entrances, exits, fire exits, location and arrangement of all equipment, materials storage and receiving /shipping areas.
- \_\_\_\_ Plan(s) - Building Elevations for sign and exterior modifications, plans should be drawn to a minimum scale of 1/4"=1'0" showing all changes and additions.

- \_\_\_\_\_ Facade - Description, rendering, sketch or picture of any proposed changes to the exterior facade(s) of the building.
- \_\_\_\_\_ Photographs - (1 copy of each) Photographs of subject and adjacent properties and buildings within a minimum distance of 60 feet in each direction. Photographs must be properly identified and referenced on the site plan.
- \_\_\_\_\_ Samples - (1 set of each) Samples are to be submitted of colors, construction materials, awnings and sign materials and designs. Color photographs of similar installations may be exhibited, but actual design representation must be presented.
- \_\_\_\_\_ Description - Literature or write up describing work information or displays should be included that clarify visual and physical impact of the project.
- \_\_\_\_\_ Signage Drawing(s) - Professional Quality Drawings of Signage showing the location and design of all existing and/or proposed signage and lighting.
- \_\_\_\_\_ Receipts - Copies of all receipts (1 copy of each)
- \_\_\_\_\_ Other \_\_\_\_\_ ρ If applicable to this application

NOTE: THIS PAGE MUST ACCOMPANY COMPLETED APPLICATION

Form ZAT94-1

TRANSMITTAL ZONING APPLICATION

DATE \_\_\_\_\_

FILE NO. \_\_\_\_\_

FEE PAID \$ \_\_\_\_\_

ESCROW PAID \$ \_\_\_\_\_

DATE COLLECTED: \_\_\_\_\_ CHECK#: \_\_\_\_\_ DATE DEPOSITED: \_\_\_\_\_

PROCESSING REQUIRED BY

\_\_\_\_\_ Design Review

Date \_\_\_\_\_

\_\_\_\_\_ Zoning Board of Adjustment

Date \_\_\_\_\_

\_\_\_\_\_ Planning Board

Date \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Date \_\_\_\_\_

Forwarded herewith are the application and any supporting documents for a Board decision concerning:

SUBJECT PROPERTY

OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_ ZONING CLASS \_\_\_\_\_

APPLICATION FOR \_\_\_\_\_

ORDINANCE(S) AFFECTED \_\_\_\_\_

REPRESENTED BY \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

\*\*\*\*\*

NATURE OF APPLICATION

---

---

---

---

---

---

---

## DISPOSITION

Board	Approved Unconditionally	Approved Conditionally	Disapproved	Deferred/ Remarks
Design Review	_____	_____	_____	_____
Zoning	_____	_____	_____	_____
Planning	_____	_____	_____	_____

\*\*\*\*\*

## REQUIRED IF APPROVED

Permits-\_\_\_\_ building \_\_\_\_ plumbing \_\_\_\_ electric \_\_\_\_ fire protect \_\_\_\_ occ/use cert.\_\_\_\_

Borough- \_\_\_\_ zoning\_\_\_\_ occupancy \_\_\_\_ fire inspect. \_\_\_\_ other\_\_\_\_

Zoning Officer\_\_\_\_\_ Remarks\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

## ZONING APPLICATION DATA

\*\*\*\*\*

NAME: \_\_\_\_\_ INDIV. \_\_\_\_\_ CORP. \_\_\_\_\_ PRTNSHP \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

Applicant ( s ) interest in property (owner, tenant, etc): \_\_\_\_\_

When was property (purchased) (rented) (leased): \_\_\_\_\_

Attorney(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Municipality \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

Property Owner: \_\_\_\_\_

Note: If applicant is a corporation or partnership, attach a list of names, addresses and percent of interest of persons having a 10% interest or more. Corporations must be represented by an attorney.

Address of affect property: \_\_\_\_\_

Tax Map Sheet \_\_\_\_\_ Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Date filed with County \_\_\_\_\_

Recorded: \_\_\_\_\_ Present Zoning Class: \_\_\_\_\_ Present Use: \_\_\_\_\_

Proposed Property (use) (change) (alteration): \_\_\_\_\_

\_\_\_\_\_.

This constitutes: \_\_\_\_\_ New Application \_\_\_\_\_ Expansion \_\_\_\_\_ Alteration \_\_\_\_\_ Other \_\_\_\_\_

Subject located on County Road? \_\_\_\_\_ On State Road? \_\_\_\_\_ Within 200 ft of another community? \_\_\_\_\_



## ZONING APPLICATION DATA CONT.

\*\*\*\*\*

Subject is a (corner) (interior) (through) (triangle) (irregularly shaped) site situated on the \_\_\_\_\_ side of \_\_\_\_\_ St./Ave., \_\_\_\_\_ feet from the \_\_\_\_\_ corner of \_\_\_\_\_ and \_\_\_\_\_ St/Ave. Being the \_\_\_\_\_ corner of \_\_\_\_\_ St./Ave and \_\_\_\_\_ Sts./Ave., covering an area of \_\_\_\_\_ (AC) (Sq Ft) with \_\_\_\_\_ LF of frontage on \_\_\_\_\_ St/Ave.

Existing Building(s) Structures and improvements:

Number	Height	Stories	Area Sq. Ft.	Coverage	Use
--------	--------	---------	--------------	----------	-----

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Totals: \_\_\_\_\_

Totals All Improvements: \_\_\_\_\_

Existing Setbacks: Front: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft. Rear: \_\_\_\_\_ Ft.

Proposed Setback: Front: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft. Side: \_\_\_\_\_ Ft. Rear: \_\_\_\_\_ Ft.

On-site parking spaces: Existing: \_\_\_\_\_ Required: \_\_\_\_\_ Proposed: \_\_\_\_\_

New Total \_\_\_\_\_

Describe proposed machinery, operation and products, if applicable: \_\_\_\_\_

\_\_\_\_\_.

Estimate costs: Site: \$ \_\_\_\_\_ Building \$ \_\_\_\_\_ Others: \$ \_\_\_\_\_ (explain) \_\_\_\_\_

\_\_\_\_\_.

Any existing or proposed deed restrictions or easements \_\_\_\_\_ if yes, explain: \_\_\_\_\_

\_\_\_\_\_.

Has any construction permit ever been denied: \_\_\_\_\_ Date \_\_\_\_\_ if yes, explain: \_\_\_\_\_

\_\_\_\_\_.

Explain in detail the section of the ordinance from which relief its requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CERTIFICATION

I certify that the statements, information and materials presented as part of this submittal are true. I further certify that I am the individual applicant or an officer of the corporation applicant or that I am a general partner of the partnership application. If the applicant is a corporation, this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

---

Form ZAC94-1

File No. \_\_\_\_\_

BOROUGH OF MERCHANTVILLE  
ZONING APPLICANT CERTIFICATION

APPLICANT: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Applicant is: \_\_\_\_\_ An Individual \_\_\_\_\_ A Corporation \_\_\_\_\_ A Partnership \_\_\_\_\_

PROPERTY OWNER (if different from applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\*\*\*\*\*

DISCLOSURE STATEMENT

N.J.S. 40:55D-48.1 and 48.2 requires the disclosure of the names and addresses of all persons and corporations or partnerships owning 10% or more of 1. the stock in a corporation, or 2. an interest in a partnership.

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_ %

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_ %

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_ %

(Attach additional pages if necessary)

\*\*\*\*\*

ESCROW ACCOUNT

I hereby place the sum of \$ \_\_\_\_\_ in escrow. In accordance with the Ordinances of the Borough of Merchantville, I further understand that the escrow account is established to cover the cost of extraordinary expenses and professional services including engineering, planning, legal and other expenses associated with the review and/or investigation of the submitted application and the publication of the decision by the Board. Sums not utilized in the review process shall be returned to the applicant. If additional sums are deemed necessary by the Board, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_.

Form COT94-1

File No. \_\_\_\_\_

**BOROUGH OF MERCHANTVILLE**  
**CERTIFICATION OF PAYMENT OF TAXES**

---

Property Address:

Block:                      Lot:

\*\*\*\*\*

**CERTIFICATION**

This is to certify that the real estate taxes for the above referenced property (are) (are not)  
current for the                      tax year.

Borough Official

Date

File No. \_\_\_\_\_

MERCHANTVILLE PLANNING BOARD  
APPLICATION FOR BULK VARIANCE

*Check applicable items*

1. Application is hereby made for a variance from the strict application of the following provisions of the Zoning Ordinance: ( specify parts of Ordinance involved)

_____ Fence	_____ Lot Area or Frontage
_____ Setback	_____ Projections
_____ Height	_____ Parking
_____ Building Area	_____ Other _____
_____ Building Coverage	

2. Applicant requests a variance to the following extent (set forth specific variances requested). \_\_\_\_\_  
\_\_\_\_\_

3. The strict application of said provisions would result in: (complete one or both of the following in detail)

A. The following peculiar and exceptional practical difficulties:

B. The following exceptional and undue hardship:

4. Said difficulties or hardship are by season of:

5. Said reasons are unique and peculiar to the lands or buildings which the variance is sought and not generally to land or buildings in the neighborhood, because:

6. The requested variance is the minimum reasonably needed, because:

File No. \_\_\_\_\_

APPLICATION FOR YARD FENCE VARIANCE  
BOROUGH OF MERCHANTVILLE, NEW JERSEY

\*\*\*\*\*

DATE: \_\_\_\_\_ PROPERTY BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ ZONING: \_\_\_\_\_

ORDINANCE: \_\_\_\_\_ LOT TYPE: 1 2 3 4 5

\*\*\*\*\*

Fences are permitted in all Zoning Districts by right if in compliance with:  
1) Maximum fence height of four (4) feet, 2) fences shall not extend beyond the building=s front face as defined in the Zoning Ordinance, and 3) fence material shall not be of Barbed Wire or similar material. Any exception to these specifications requires Planning Board Approval.

The finished face of the fence must be on the OUTSIDE of the fence, exposed to the adjoining properties.

\*\*\*\*\*

PROPOSED FENCE DATA

\*\*\*\*\*

LOCATION	HEIGHT	LENGTH	TYPE	MATERIAL	COLOR
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

INSTALLED BY: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_ OWNER: \_\_\_\_\_ OTHER: \_\_\_\_\_

REACH OF FENCE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

BOARD ACTION

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ CONDITIONALLY: \_\_\_\_\_

REASON / CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

File No. \_\_\_\_\_

MERCHANTVILLE PLANNING BOARD  
APPLICATION FOR A USE VARIANCE

1. Application is hereby made for the granting of a variance from the Zoning Ordinance to allow the following structures or uses.

2. Said structures or uses are proposed to be located in \_\_\_\_\_ Zoning District which is restricted against same by the following provisions of Zoning Ordinance:

3. This application is based upon the following special reasons:

4. Said reasons are unique and peculiar to the lands or buildings for which the variance is sought and not generally to land or buildings in the neighborhood, because:

5. The strict application of the regulations prohibiting said structure or use would deprive applicant of the reasonable use of lands or buildings involved because:

6. The requested variance is the minimum reasonably needed, because:

## REQUEST FOR INTERPRETATION

[illegible]

Form No. 1D



## APPLICATION FOR SIGNAGE

\*\*\*\*\*

Prop. Affected: MAP(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICATION MADE FOR: New Sign \_\_\_\_ Addnl Sign \_\_\_\_ Replacement Sign \_\_\_\_ Number of Signs \_\_\_\_\_

APPLICATION: By Right \_\_\_\_ For Variance \_\_\_\_ REVIEWS REQUIRED: ZO DR ZB PB

PROPERTY IS: Improved \_\_\_\_ Unimproved \_\_\_\_ Corner \_\_\_\_ Interior \_\_\_\_ Thru \_\_\_\_ Other \_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PRESENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

BUILDING FACADE: Dimensions \_\_\_\_\_ Area \_\_\_\_\_ Sq. Ft.

**EXISTING SIGN(S)**

Number	Dimensions	Area Sq. Ft.	Colors	%of Facade	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EXACT VERBAGE OF EACH SIGN: \_\_\_\_\_

\_\_\_\_\_

LETTERING STYLE: \_\_\_\_\_

\_\_\_\_\_

PROPOSED SIGN(S)

Number	Dimensions	Area Sq. Ft.	Colors	%of Facade	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EXACT VERBAGE OF EACH SIGN: \_\_\_\_\_

\_\_\_\_\_

LETTERING STYLE: \_\_\_\_\_

SIGN CONSTRUCTION: Frame: \_\_\_\_\_ Background: \_\_\_\_\_

Letters: \_\_\_\_\_ Mountings: \_\_\_\_\_

SIGN TYPE: Building Mounted \_\_\_\_\_ Face Mounted \_\_\_\_\_ Free Standing \_\_\_\_\_ Hanging \_\_\_\_\_ Other \_\_\_\_\_

-----

CONSTRUCTION PERMIT REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

ZONING OFFICE: APPROVED    DISAPPROVED    DEFERRED    CONTINUED

REASON: \_\_\_\_\_

ZONING OFFICER'S SIGNATURE: \_\_\_\_\_

DESIGN REVIEW: APPROVED    DISAPPROVED    DEFERRED    CONTINUED

REASON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MERCHANTVILLE PLANNING BOARD

NOTICE OF HEARING TO PROPERTY OWNERS

Date: \_\_\_\_\_

To Whom It May Concern:

Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 7:30 PM local time, a public hearing will be held before the Merchantville Planning Board at the Borough Hall, Maple Ave and Centre St., Merchantville, NJ, on the application of the undersigned at which time and place all interested persons will be given the opportunity to be heard.

Nature of the appeal or application (give detailed information):

A copy of the application and exhibits are on file at the Borough Hall for inspection during normal work hours at least 10 days before hearing date.

Location of premises: \_\_\_\_\_ Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

\_\_\_\_\_  
(Signature of Appellant or Applicant)

PUBLIC NOTICE

---

Notice is hereby given the on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 7:30 PM local time, a public hearing will be held before the Planning Board of the Borough of Merchantville at the Borough Hall, Maple Ave and Centre St., Merchantville, New Jersey, Upon the application of (Applicant(s) Name) \_\_\_\_\_ for a variance from Article (s) \_\_\_\_\_ Section (s) \_\_\_\_\_ of the Zoning Ordinance of the Borough of Merchantville to permit:

---

---

This variance is sought on Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ located at \_\_\_\_\_, Merchantville, NJ. All interested parties will be given an opportunity to be heard. A copy of the application and exhibits are on file at the Borough Hall for inspection during normal working hours, at least 10 days before the date of the hearing.

MERCHANTVILLE PLANNING BOARD

NOTICE OF HEARING TO CLERK OF ADJACENT COMMUNITY

---

TO: MUNICIPAL CLERK

of (address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*\*PLEASE TAKE NOTICE\*\*\*\***

That (Applicant(s) Name) \_\_\_\_\_, the  
undersigned, has made application to the Planning Board of the Borough of Merchantville, NJ,  
for relief from Article(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ of the  
Merchantville Zoning Ordinance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

to permit

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

at (Location of Property) \_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_, Borough of Merchantville, which  
property is within (200) feet of your municipality. A hearing in this matter will be held at  
7:30PM local time on \_\_\_\_\_, 20\_\_\_\_, at the Borough Hall, Maple Ave and Centre  
St., Merchantville, NJ. This notice is given in pursuant to the provisions of NJSA 40:55D-12.

\_\_\_\_\_  
Applicant's Signature

Form PCPB94-1

File No. \_\_\_\_\_

MERCHANTVILLE  
PLANNING BOARD

NOTICE OF HEARING TO COUNTY PLANNING BOARD

TO: CAMDEN COUNTY PLANNING BOARD  
CHARLES J. DE PALMA COMPLEX  
2311 EGG HARBOR ROAD LINDENWOLD, NJ 08021

PLEASE TAKE NOTICE:

That \_\_\_\_\_, the undersigned, has applied to the  
Merchantville Planning Board for relief from \_\_\_\_\_

\_\_\_\_\_

to permit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

at \_\_\_\_\_

Lot \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ of

\_\_\_\_\_.

which property fronts upon a county road, or adjoins owned property, or is within two (200) feet  
of a municipal boundary. A hearing in this matter will be held on \_\_\_\_\_, 20\_\_\_\_, at  
the Borough Hall in Merchantville. This notice is given pursuant to the provisions of NJSA  
40:55D-12.

\_\_\_\_\_  
Applicant(s) Signature

MERCHANTVILLE PLANNING BOARD

AFFIDAVIT OF PROOF OF SERVICE

**PROOF OF SERVICE OF NOTICES REQUIRED BY STATUE MUST BE FILED AND VERIFIED WITH BOROUGH CLERK AT LEAST 2 DAYS PRIOR TO MEETING DATE OR CASE WILL NOT BE HEARD.**

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

)  
)SS

\_\_\_\_\_, of full age, being duly sworn accordings  
to law, deposes and says, that (s)he resides at:

\_\_\_\_\_  
in the municipality of \_\_\_\_\_, County of \_\_\_\_\_  
and State of \_\_\_\_\_, that (s)he is (are) the applicant(s) in a  
proceeding before Merchantville Planning Board, Merchantville, New Jersey, being an appeal or  
application under the Zoning Ordinance, and which has the Case No. \_\_\_\_\_ and relates to  
premises \_\_\_\_\_ that on \_\_\_\_\_, 20\_\_\_\_, he gave written  
notice of the hearing on this application to each and all of the persons upon whom service must  
be had, in the required from and according to the attached lists, and in the manner indicated  
thereon.

\_\_\_\_\_  
Applicant(s) Name

Sworn to and Subscribed for me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(NOTE TO APPLICANT: Attach list of all persons served)